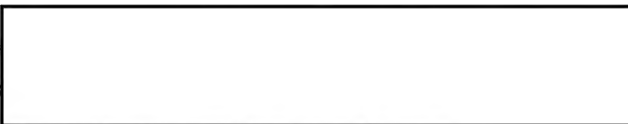


SURVEY OF SIGNAL CENTER ARCHIVES

3 April 1963

FORWARDED BY:



Records Management Analyst

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ATTACHED:



Chief, Records Management Staff/DOJ

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I

PART I

ACCOMPLISHMENTS

1. REMOVED UNNECESSARY RESTRICTIONS ON CABLES FOR CE ANALYSTS.
2. CLARIFIED PHYSICAL SECURITY OF SIGNAL CENTER ARCHIVES.
3. VITAL RECORDS BEING SENT ON SCHEDULE.
4. CABLE REFERENCE REQUEST FORM TO BE DESTROYED AFTER ONE MONTH.
5. A DISPATCH BEING SENT TO FIELD TO CORRECT LATERAL CABLE PROBLEMS.
6. SENDING THE HAND PREPARED INDEX OF MICROFILM INSTEAD OF RETYPING.
7. REQUESTED EXCEPTION FROM TEARING UP COPIES OF CABLES.

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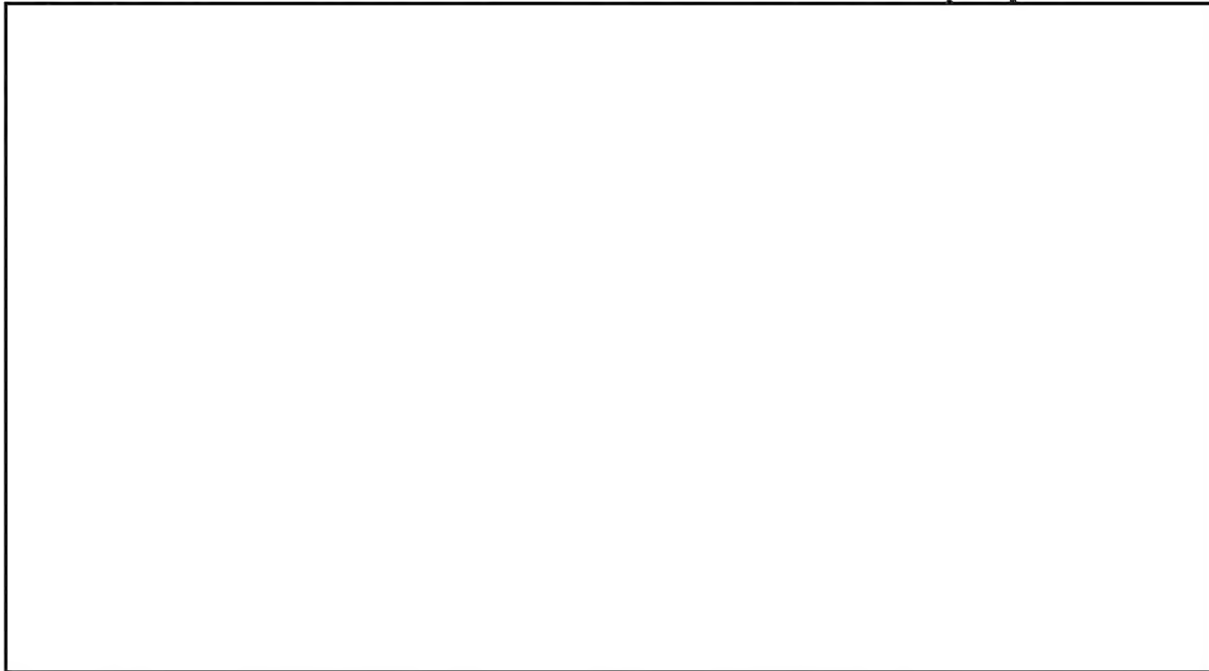
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PART I

ACCOMPLISHMENTS

1. REMOVED UNNECESSARY RESTRICTIONS ON CABLES FOR CE ANALYSTS



2. CLARIFIED PHYSICAL SECURITY OF SIGNAL CENTER ARCHIVES

Certain inconsistencies seemed to exist in the physical security of the Signal Center Archives. Top Secret documents were left on open shelves, 4-drawer combination lock safes were used to store microfilmed cables but these safes were never locked. One safe was set aside for special project cables, but this also was never locked. The employees of the Signal Center Archives believed their area was a vault area.

[redacted] from the Office of Security made a physical security survey of the Signal Center Archives. As a result the Chief, Signal Centers and Archives personnel were notified that the Archives is a secure, not a vault area. Documents classified through Secret may be left on shelves overnight, other documents must be under combination lock.

3. VITAL RECORDS BEING SENT [redacted] ON SCHEDULE

A three-month accumulation of hard copies of Vital Records cables was discovered in the Signal Center Archives. These copies were supposed to have been sent to the Vital Records Repository as soon as reasonably possible after being received in Signal Center Archives. The vital records cables are now being sent to the Repository at least three times a week.

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4. CABLE REFERENCE REQUEST FORM TO BE DESTROYED AFTER ONE MONTH

This form, which describes the cable reference service needed and is approved by an authorizing official in the area requesting the service, has been kept by the Signal Center Archives. Each year about 3,000 of these forms have been microfilmed and made a permanent record. The cable reference form serves no purpose after action completed, except for monthly statistical reporting.

The Cable Archivist has agreed to destroy the request form at the end of the month in which the action has been taken.

5. A DISPATCH BEING SENT TO FIELD TO CORRECT LATERAL CABLE PROBLEMS

A dispatch to all field Stations/Bases has been originated by Chief, Signal Centers. The dispatch was built around the problems listed below. It tells the field how they can improve the copy sent to headquarters for integration into the Signal Center Archives files.

- a. One station sends in hectograph masters to be microfilmed. These masters are dirty to handle, produce mediocre microfilm copy, and are bulky. The station may feel that headquarters reproduces copies from the master. This is not true.
- b. According to the Cable Archivist some stations need to be reminded to send in lateral cables.
- c. Some stations send in Thermo-Fax copies of lateral cables for microfilming. Thermo-Fax copy is most undesirable for microfilming or hard copy retention.
- d. Lateral cables on pink paper continue to come in from some stations. Cables on pink paper produce poor microfilm copy. Pink paper would also interfere with integration of hard copies into the WALNUT system.
- e. According to the Cable Archivist, some stations send headquarters copies of outgoing lateral cables and other stations send headquarters copies of incoming lateral cables. It appears that the Cable Archives could have duplicate copies of lateral cables in their files.
- f. Many stations send in lateral cables in packages which are numerically reversed; i.e., from 50 to 1. It would facilitate Cable Archives functions if the cables were in correct numerical order; i.e., 1 to 50.

6. SENDING THE HAND PREPARED INDEX OF MICROFILM INSTEAD OF RETYPING

A manifest (index) in duplicate (only one copy needed) is typed for the reels of microfilm . The typed manifest is a duplicate of the index prepared by hand when the cables are being microfilmed. The

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Archives Clerk that was observed preparing the index was not a very proficient typist so the operation was a very laborious one, involving many hours. The Archivists are now sending hand prepared copy with the microfilm.

7. REQUESTED EXCEPTION FROM TEARING UP COPIES OF CABLES

Each cable is torn into four pieces by the Signal Center Archives personnel before it is put in the classified trash. Because they tear up enough paper each year, that if laid end to end it would reach from Florida to Cuba and part way back, a special exception to (require tearing of classified trash) was requested.

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Indications are that the exception will be favorable considered when the Agency incinerators are back in good working condition.

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PART II

RECOMMENDATIONS

1. REARRANGE THE SIGNAL CENTER ARCHIVES IN SUCH A WAY THAT ONLY AUTHORIZED PERSONS BE ALLOWED IN THE WORK AREA.
2. SAVE MANY MAN HOURS BY PROCESSING CABLE REFERENCE REQUESTS BY MAIL.
3. PURCHASE A MICROFILM READER-PRINTER.
4. GIVE THE SIGNAL CENTER ARCHIVES A NEW NAME.
5. THAT CONSIDERATION BE GIVEN TO TRANSFERRING THE SIGNAL CENTER ARCHIVES FUNCTION TO THE CABLE SECRETARIAT, OFFICE OF THE DIRECTOR.
- X 6. ADD NEEDED FILING EQUIPMENT AND REPLACE \$1200 WORTH OF FILING EQUIPMENT WITH SURPLUS EQUIPMENT.
- 7A. THAT PRESENT PROCEDURE OF MICROFILMING CONTINUE UNTIL 1 JULY 1964.
- B. THAT CABLES ALREADY MICROFILMED BE KEPT IN HEADQUARTERS INDEFINITELY.
- C. THAT CONTINGENT ON THE CABLES BEING EFFECTIVELY INTEGRATED INTO THE OFFICIAL CS FILE SYSTEM THAT CONSIDERATION BE GIVEN TO:
 1. Cease microfilming cables CQB 30 June 1964.
 2. Sending cables to the Records Center in hard copy beginning 1 July 1964.
 3. Holding hard copies of cables in the Records Center for Fifteen Years and then destroy.

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PART II

RECOMMENDATIONS

1. REARRANGE THE CABLE ARCHIVES ROOM IN SUCH A WAY THAT ONLY AUTHORIZED PERSONNEL BE ALLOWED IN THE WORK AREA.

The physical arrangement of the Archives is poor. Non-Archives personnel are able to walk in the work area, sit in the area, and generally disturb the work of the Archives Unit. This situation exists because Agency personnel who come for reference service have no place to wait their turn. Also, friends of the employees of the Archives "drop in" and have the run of the Archives. This situation is serious because cables of varying degrees of sensitivity are being collated in the work area. The opportunity for unauthorized persons to see sensitive cables, either advertently or inadvertently, is excellent.

See Exhibit A for a floor plan which should improve physical arrangement of the Archives.

2. SAVE MANY MAN HOURS BY PROCESSING CABLE REFERENCE REQUESTS BY MAIL

Cable reference requests are usually hand carried to the Signal Center Archives. [redacted] employees spend from 15 to 30 minutes each month hand carrying cable reference requests to the Archives.

[redacted] man hours can be saved each month by sending cable reference requests by mail. The Archivists would send back to the requester a print-out copy of the cable. Other advantages of processing the requests by mail are:

- a. Decrease the number of processing steps by 50% (see Exhibit B).
- b. Improve physical security in the Signal Center Archives by having less customers in the area.
- c. Permit the Cable Archivists to search and print the cables in an orderly way. The Archivists must now stop and service the customers regardless of what work he is doing.
- d. Give the restricting office an opportunity to see a copy of the cable in question. At present the representative of the restricting office does not usually have a copy of the cable in front of him. He must find it in his office, go to the Archives and see the cable or approve the request without seeing the cable.
- e. Save time of Archivist as he must put film back on reader if restricting office wants to see cable or if release request is approved by the restricting office. In addition, the Archivist must stay in general area of the person reviewing a cable on microfilm reader as that person is only authorized to see the cable in front of him.

3. PROCURE A MICROFILM READER-PRINTER

Processing time of cable requests and control of the physical security of the Signal Center Archives can be improved if a microfilm reader-printer is purchased for use in the Signal Center Archives. During the course of the survey a machine was borrowed to determine if print out copies of cables could be integrated into WALNUT. After this was finished another test was started and is still going which concerns sending hard copies to fill cable reference requests from the ☐RID/DDP analysts. The latter test has proven successful, saving many hours of the Analysts time. This could be the springboard for Recommendation 2.

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4. GIVE THE SIGNAL CENTER ARCHIVES A NEW NAME

The present name of the Archives is not entirely consonant with the functions of the Archives.

Signal Center Archives denotes an archives for the Signal Center. This would include copies of all the Signal Center archival material be it cable or not. It's possible that at one time because of security factors this was intended. Now it is not true. More appropriately the name could be Cable Archives as it is an archives of most Agency cables. It could also be called a Cable Reference Center as at the present time it does archive cables for referencing.

If any of the survey recommendations are approved which require a new regulatory issuance, it is suggested that Archives be given a name more congruous with its functions.

5. THAT CONSIDERATION BE GIVEN TO TRANSFERRING THE SIGNAL CENTER ARCHIVES FUNCTION TO THE CABLE SECRETARIAT, OFFICE OF THE DIRECTOR

The Signal Center is charged primarily with the technical functions of encrypting, decrypting, sending and receiving cables.

The Cable Secretariat is charged with coordinating policies governing the preparation, release and distribution of CIA cables and is charged with the review, processing, distribution and delivery within CIA headquarters of classified incoming and outgoing CIA cables.

The Cable Secretary maintains a six-months reference file of CIA cables in hard copy. The Signal Center Archives maintains a reference file of microfilm copies of these cables.

In cooperation with other offices of the Agency, the Cable Secretary analyzes and processes the special indicators used on cables to restrict their distribution. The Cable Archivists must also analyze cables which bear special indicators to make sure that only authorized persons see copies of the cable. The Cable Archivists need much closer guidance on this matter.

In the early days of the Archives, the Signal Center needed to control a copy of the cable to assure security of its cryptographic techniques. This need no longer exists.

The responsibility for control of cables is in the Cable Secretariat. It seems logical that this responsibility for control should extend to the film copies of cables in the Signal Center Archives or to the hard copy of cables in the Records Center.

The Signal Center Archives could be divorced from the Signal Center with no loss of efficiency to the Signal Center function.

The Chief, Signal Centers agrees to the transfer of men, money and materials of the Signal Center Archives with the transfer of the management of the Archives.

All cables are, in the final analysis, for the Director. It seems most appropriate that the Office of the Director should also control reference copies of these cables until they are destroyed.

6. ADD NEEDED FILING EQUIPMENT AND REPLACE \$1200 WORTH OF FILING EQUIPMENT WITH SURPLUS EQUIPMENT

The Archives needs another Kardex file to hold its microfilm index file. This can be obtained from surplus equipment available.

Five safes are being used to store microfilm. Only two of these safes are needed to conform to security requirements. The other three safes can be returned to stock. Forty units of Saf-T-Stak which will hold the microfilm stored in the three safes and take up less space are available from surplus stock.

- 7**
- A. THAT PRESENT PROCEDURE OF MICROFILMING CONTINUE UNTIL 1 JULY 1964
 - B. THAT CABLES ALREADY MICROFILMED BE HELD IN HEADQUARTERS INDEFINITELY
 - C. THAT CONTINGENT ON THE CABLES BEING EFFECTIVELY INTEGRATED INTO THE OFFICIAL CS FILE SYSTEM THAT CONSIDERATION BE GIVEN TO:
 - 1. Cease microfilming cables COB 30 June 1964.
 - 2. Sending cables to the Records Center in hard copy beginning 1 July 1964.
 - 3. Holding hard copies of cables in the Records Center for Fifteen Years and then destroy

CIA has been microfilming cables since about 1950 and has accumulated 6 to 7 million microfilmed cables in duplicate. Included in a request to Congress for authority to microfilm a group of records was a notation that cables were to be microfilmed in duplicate for permanent retention. This type of thinking plus the fact that at one time, the Signal Center needed to control a copy of each cable to assure security of its cryptographic techniques must be the reason that by regulation the Signal Center Archives is responsible for keeping a copy of most cables.

Some Government Agencies do microfilm their cables, however the microfilm copy is considered a reference copy and not necessarily the copy of record. The copy of record is retained or destroyed by the action office in other Government Agencies.

The Agency depends on the Signal Center Archives for about 400 references each month. The average age (by year) and quantity of cables requested during one month of 1962 is shown as Exhibit C.

Using the Hoover Commission on Organization of the Executive Branch of the Government microfilming costs figures, it is estimated that hard copies of cables could be stored in the Agency Records Center for about 25 years for the cost of microfilming for one year.

Records Managers do not generally agree with the concept of microfilming because of its cost. In this case we do not agree because of (1) costs, (2) all cables are being microfilmed indiscriminately - not the selected few that should be, and (3) the offices are apparently not selecting and integrating the cables into their own office or component official file system.

25X1 The Records Center is equipped to handle CIA cables in hard copy form. They can reference cables and get hard copy to headquarters in 24 hours or less - one or two hours in an emergency. This time has been checked with the biggest user of the reference service and he believes 24 hours would satisfy the majority of requests.

About \$150,000 could be saved by storing cables in the Records Center for 15 years rather than microfilming for the same amount of time.

Copies of cables which have already been microfilmed should be left at headquarters and referenced from there.

About 90% of the Cable Reference Requests are of the RDP "name check" type. These requests should be ultimately satisfied by the CS File System.

Hard copies of cables are much easier to integrate into the CS File System than microfilm copies.

Clandestine Service cables will be integrated into the CS Filing System in the near future. If indexed, the cable will be put into the WAINUT system. If not indexed but of CS value the cable will be classified into a CS file. The Chief, [redacted] DEP believes that WAINUT and the File System will eventually fill the need for DEP cable reference requirements and that the Signal Center Archives will be of no value to DEP. This is especially significant because about 90% of cable reference requirements are from DEP.

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It is premature to go to hard copy immediately. The Records Management Staff will not permit hard copies of cables to accumulate in the Records Center for an indefinite period of time. It wouldn't accept them at all on a permanent retention basis. In a year the action offices should be more aware that cables of value are to be integrated into their own official filing system. Of even greater importance, the renewed efforts of DEP to integrate cables into the CS File System should be showing results. As stated above, if DEP's integration of cables into its official records system is successful, the demands on the Signal Center Archives for reference service should be practically all except for service from cables already microfilmed.

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PART III
COMMENTS ON OTHER AGENCY CABLES

PART
III

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PART III

COMMENTS ON OTHER AGENCY CABLES

1. OSA/ISAR

At present some of the OSA cables are microfilmed and held by the Signal Center Archives. Representatives of OSA stated that if the archives management is transferred to the Cable Secretariat or if hard copies of cables are sent to the Records Center, OSA would prefer to archive their own cables. They believed that the quantity of cables they have in comparison to the overall Agency is small and should not be considered in any changes we plan to propose.

OSA should archive their own cables. This will assure them of proper security protection and they will undoubtedly keep only the cables of value.

2. COMINT

COMINT cables are sent to the Records Center by the component concerned, i.e., DES/OC/RF, RDP/PI/D or DBI/GCI. I talked with representatives of each of these offices and am satisfied that only a small number of the total cables are being sent to the Records Center. Typical of the care being given to the cables was the recall of many cubic feet of SI cables by OC/RF and the destruction of at least 23 cu. ft. of these cables. This action represents a good example of how an office of record and only the office of record can call and destroy records (cables) which have no value. No action needed by Records Management.

3. MISCELLANEOUS

Occasionally a special project will require special handling of cables. Because of security restrictions the control and disposition of cables should rest with the project.

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PART IV

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IV

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EXHIBIT A

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-----PROPOSED BARRIER CONSTRUCTION

A - ENTRANCE TO SIGNAL CENTER ARCHIVES

B - BARRIER GATE

C to D - COUNTER TOP WHICH IS TO BE ABOUT 12 INCHES WIDE

To get this barrier constructed, send a Memo to Chief, Logistics Services Division, OL. State in the memo that this has been discussed with the Logistics Services Division.

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Present Procedure

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|-----------------|--|
| Cable Requester | 1. Prepared cable request form. |
| | 2. Carries form to Signal Center Archives |
| | 3. Waits for his turn for service. |
| Cable Archivist | 4. Finds cable on microfilm. |
| Cable Requester | 5. Writes out information from cable. |
| | 6. Carries information back to his office. |

IF CABLE IS RESTRICTED STEPS 5 AND 6 ARE OMITTED AND THEN:

- | | |
|--------------------|--|
| Cable Archivist | 7. Prepares a form requesting release of cable. |
| | 8. Removes film from microfilm reader. |
| Cable Requester | 9. Carries form requesting release to restricting office. |
| Restricting Office | 10. Finds cable or Approves blindly or Disapproves or Goes back to Signal Center Archives with requester to see cable. |
| Cable Requester | 11. If approved he carries approval back to Signal Center Archives. |
| Cable Archivist | 12. Finds cable on microfilm reader. |
| Cable Requester | 13. Writes out information desired from cable. |
| | 14. Carries information back to his office. |

PROPOSED PROCEDURE

- | | |
|-----------------|--|
| Cable Requester | 1. Prepares cable request form. |
| | 2. Sends form to Signal Center Archives. |
| | 3. Finds cable on microfilm. |
| | 4. Prints out copy of cable from microfilm reader. |
| | 5. Sends copy of cable to requester. |

IF CABLE IS RESTRICTED STEP 5 WILL BE OMITTED AND THEN:

- | | |
|--------------------|--|
| Cable Archivist | 6. Sends copy of cable to restricting office along with name and address of cable requester. |
| Restricting Office | 7. Reviews cable and sends it forward to cable requester - or - calls cable requester and tells him he cannot see cable. |

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